


Ohio COVID-19 Vaccine Provider Planning Checklist

	Preparation Items
COVID-19 Vaccine Enrollment	
	Review the ODH COVID-19 Vaccine Provider website .
	Review the FAQ and Enrollment Checklist
	Submit all required COVID-19 vaccine enrollment agreements .
Ohio ImpactSIIS	
	If not a current user, complete the Ohio ImpactSIIS provider agreement online via the enrollment tool.
	Designate a KeyMaster to create facility users.
	Verify the facility electronic medical record (EMR) is set up to document COVID-19 vaccine doses and uploads to ImpactSIIS within 24 hour of vaccine administration.
	Establish a process for a COVID-19 second dose reminder/recall for patients
Vaccine Storage and Handling	
	Ensure all COVID-19 vaccine storage units are equipped with a temperature monitoring device that meets minimum functionalities .
	Monitor and document temperatures of COVID-19 vaccine twice daily.
	Designate staff (minimum of 2) who are trained to receive deliveries of COVID-19 vaccine and are available to receive phone calls from delivery personnel.
	Ensure staff have reviewed CDC's vaccine storage and handling toolkit .
	If receiving ultra-cold vaccine, confirm ultra-cold freezer storage capacity OR designate a location to store the thermal shipper.
	Establish protocols for handling dry ice
	Prepare storage space for ancillary supplies
Clinic Protocol and Education	
	Review training resources on the ODH COVID-19 Vaccine Provider Training webpage
	Review the manufacturer protocols for each COVID-19 vaccine that is stored and administered at the facility.
	Review the ODH VAERS overview to be familiar with required reporting.
	Sign and document ongoing training on the COVID-19 Provider Training Confirmation Form
Vaccination Clinic Planning	
	Update vaccination plans to include COVID-19 infection prevention and social distancing following CDC guidance .
	Have EUA/VIS available to be given to patients prior to vaccine administration.
	Ensure adequate supply of PPE for vaccination clinics.
	If necessary, establish appropriate vaccination protocols for off-site clinics.
	If necessary, establish a process to rapidly execute clinical data entry and consent for COVID-19 vaccination for off-site clinics.